

MORALE, WELFARE & RECREATION DEPARTMENT
JOB OPPORTUNITY
COMPETITIVE VACANCY ANNOUNCEMENT

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX
SF-171, OF-612 or RESUME ALONG WITH AN OF-306 TO:
MORALE, WELFARE & RECREATION DEPARTMENT
NAVAL SUPPORT ACTIVITY WASHINGTON
NAVAL DISTRICT WASHINGTON ANACOSTIA ANNEX
2770 ENTERPRISE WAY, S.W., SUITE 106
WASHINGTON, D.C. 20373-5823
TEL. # (202) 433-0804
FAX # (202) 433-5045

POSITION: DESK CLERK
NF-0303-02 FULL-TIME POSITION (7)

ANNOUNCEMENT #: 04-038

SALARY: \$10.58-\$20.95 PER HR

OPENING DATE: 18 OCT 2004

CLOSING DATE: UNTIL FILLED

LOCATION: REGIONAL BACHELOR HOUSING, NAVAL SUPPORT ACTIVITY
WASHINGTON, ANACOSTIA ANNEX, WASHINGTON, DC

AREA OF CONSIDERATION: *All qualified applicants within commuting distance of Naval Support Activity Washington, Washington, DC.*

BRIEF DESCRIPTION OF DUTIES:

Receives requests and processes reservations, ensuring eligibility, into a property management system, provides certificate of non-availability and/or alternative lodging in the area. Checks in /out guests, assigns rooms, and records charges/payments. Responsible for accountability of all room and other key required for daily operations. Submits inventory reports. Responsible for change fund and prepares Daily Activity Reports and deposits cash receipts daily. Answer phones and general inquiries. Keeps front desk area clean and neat. Performs other related duties as required.

QUALIFICATIONS:

Requires one year of work experience that demonstrates knowledge of basic principles, concepts, standards, regulations and administration related to scheduling, coordination, operation and efficient utilization of government quarters. Must be proficient with word processing, spreadsheet software and cash handling. Must have basic math and reading skills and be able to communicate clearly and effectively both verbally and in writing. Must be able to type by touch with speed and accuracy.

"The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations will be made for qualified applicants or employees with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis."